

# MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

**Those Present :** Carolyn Pratley (Chair), Sue Delves, Karen Down, Sam Wheeler, Nigel Pattenden, Rob Baldock and Rachel Pearson (Clerk)

Agenda items	Item for discussion/Agreed actions	To be carried out by:
<b>1. Welcome</b>	The Clerk welcomed everybody to the meeting.	
<b>2. Apologies for absence</b>	Glen Ocsko – sent apologies – Governors accepted. Melanie Blewer – sent apologies – ill health – Governors accepted	
<b>Additional Item</b>	Presentation by Mrs Pauline Woods – Headteacher of Brookfield Infant School Pauline had been invited by the governors to give a presentation about her vision for Brookfield Junior School if the junior and infant schools federated and she became executive head of both schools.	
<b>3. Minutes of previous meeting held on Monday 30 January, 2017</b>	<p><b>Accuracy</b> The minutes were recorded as accurate and approved by the governors. Proposed by Carolyn Pratley and seconded by Nigel Pattenden</p> <p><b>Matters arising</b> <b>Pupil Premium extra-curricular participation</b> To be discussed later in the meeting.</p> <p><b>Prevent training</b> Nigel has taken part in this and will bring his certificate to the next meeting for Sam to file in the training file.</p> <p><b>Combined fire evacuation</b> This is to be planned soon.</p> <p><b>Updating of business and pecuniary interest forms</b> All now complete.</p> <p><b>Governing body update</b> To be deferred to a later date.</p> <p><b>Finance update</b> Sam has explained the project to the pupils on school council and they are considering ways to spend the suggested £5000. The favourite project is a “reading house”. Rob and Sam are to meet with them and the staff to consider this project again in Term 5.</p> <p><b>Training for governors</b> Nigel is planning to attend an induction for governors training course asap.</p> <p><b>SEN Monitoring Report</b> Report to be discussed later in the meeting.</p> <p><b>Lesson Observations</b> The headteacher will notify governors when these are to take place next term. Nigel expressed an interest in being invited to attend a lesson observation.</p>	<p>NP/SW</p> <p>MB</p> <p>SW/ SBM</p> <p>NP</p> <p>NP</p>

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	<p><b>Note of Visit – Alastair McMeckan</b> The governors have all received a copy.</p> <p><b>Financial Monitoring Visit</b> This will be discussed later in the meeting.</p> <p><b>Healthy Schools</b> The PTFA have agreed to purchase new football nets.</p> <p>Netting is to be provided for the fencing and will be included in the budget for the new financial year.</p>	<p>PTFA</p> <p>SBM</p>
<p><b>4 Declaration of Business and Pecuniary interests.</b></p>	<p>There were no business or pecuniary interests declared</p>	
<p><b>5 Head teacher’s report and School Development Plan</b> <b>MAIN FOCUS – ACHIEVEMENT (SDP Key issue 2)</b> <b>Quality teaching and learning in Science</b></p>	<p>Headteacher’s report – strategies and actions so far (attached) School Development Plan and SEF update Whole School Progress In the absence of the headteacher Karen the deputy head delivered the report. The governors received the report and it was noted that in general the pupils made good progress. <b>The chair asked about the children who did not achieve so well and how those individuals were supported.</b> The deputy head explained that where a child had not achieved as well as was expected pupil progress meetings were held with the subject leaders. Book scrutinies were also held. Children in Year 6 also attended booster classes. Attendance is improving across the school with the FLO and Pupil Admin Officer concentrating on improving attendance with an award scheme which is proving to be successful. There was an unexpected evacuation as a child accidentally hit an alarm bell but the children left the premises in a sensible and organized manner.</p> <p>Science Monitoring Report – Sam (attached) Sam reported on the enjoyment that children had with Science. The children are working toward the PSQM award and are highly motivated.</p>	
<p><b>6. Finance update</b></p>	<p>Monitoring report (attached) on School Budget and Pupil Premium The SBM reported on the budget. The rollover is predicted to be £32293. <b>A governor asked how High Needs funding was shown on the spreadsheet.</b> The SBM explained that the High Needs Funding was shown in two areas I01 and I03. It also is input into the budget at various times throughout the year. The budget for 2017/2018 has not been provided yet.</p> <p>Pupil Premium Monitoring Report – Sam (attached) Sam reported that the teacher responsible for the pupil premium spending is diligently working with the pupil premium children and ensuring that these pupils really benefit from that support. This means that the gap is narrowing between the children who are eligible for pupil premium and those who are not. About 35% of pupils are in receipt of pupil premium.</p> <p>SFVS (attached) This was received by the governors and signed by the chair</p>	

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<b>7. Health and Safety of Premises</b>	<p>Monitoring report - Nigel</p> <p>Nigel reported that he had visited the school and had seen a health and safety of premises audit which had taken place in 2014.</p> <p>The reports on that audit have now been achieved and he intends to check out the health and safety practices in the school. He is also hoping to register for a course on health and safety requirements for governors</p>	NP
<b>8. Personnel update</b>	<p>Staff report</p> <p>The governors considered this item as confidential.</p> <p>Next Steps regarding School Structure</p> <p>The governors considered this item as confidential.</p>	
<b>9. Attendance Report</b>	<p>Review of attendance of staff (attached)</p> <p>The report shows sickness absence only.</p> <p>The governors considered this item as confidential.</p>	
<b>10. Governing body action plan and Governing monitoring</b>	<p>RAISE training – Sam – Unable to attend due to ill health.</p> <p>District Governor Briefing – 20.05.17 – Carolyn</p> <p>Online Safety training – 20.06.17 – Carolyn</p> <p>Carolyn reported that this was a “hot topic” course so may incur a charge. She agreed to check out any similar courses that may be free but if there was no availability the costing was approved.</p> <p>Monitoring Reports</p> <p>SEN&amp;D Report – Sue – 01.03.17 (attached)</p> <p>Sue reported that she had visited each classroom and monitored the way SEN was dealt with in each class. A TA is now working with SEN and PP pupils which is successful.</p> <p>Safeguard Monitoring – Carolyn – 14.03.17 (attached)</p> <p>Carolyn conducted the safeguarding self evaluation and she and Karen took appropriate action when necessary. A meeting to discuss safeguarding issues has also been arranged for 13.06.17.</p> <p>School Council and Eco monitoring report – Sam – 09.02.17 (attached)</p> <p>Sam met with staff and school council and reported that the school are now working towards achieving the silver award.</p>	CP
<b>11. Policies to update</b>	<p>Attendance Policy (attached)</p> <p>There are some changes to the policy.</p> <p>These include the Project 95 programme, referral of poor attenders to the Local Authority School Liaison Officer (SLO) and some changes to the penalty notice procedure.</p> <p>These changes were approved by the governing body.</p> <p>Freedom of Information Policy and Publication scheme (attached)</p> <p>This policy was approved by the governing body.</p>	
<b>12. Chairs actions/ Correspondence</b>	<p>The chair had received information about a life skills course aimed at KS 2 pupils. She passed it to Karen to investigate.</p> <p>Governor publication</p> <p>All governors received a copy of this magazine.</p>	KD
<b>13. Any other urgent business</b>	<p>The governors considered this item to be confidential.</p>	

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<b>14. Confidentiality of Proceedings</b>	The governors considered the following items were confidential and were to be printed on green paper: Two items under the Personnel Update The item under staff attendance. The item under Any Other Business	
<b>15. Publication of minutes</b>	These minutes are to be published on the school website after they have been approved by the full governing body.	
<b>16 Dates of future meetings</b>	The meetings are arranged to take place at 5.30 p.m. in the Family Room on the following dates: Monday 15 May, 2017 Monday 10 July, 2017	

**There being no further business,  
the meeting closed at 8.00 p.m**